Resolution of an extended meeting of IQAC and G.B. (Internal Members), held on 1.9.17

The extended meeting of IQAC was chaired by the Principal Dr. Ramswarup Gangopadhyay.

1. At the beginning of the discussion Principal drew attention of the members present at the meeting regarding new methods for the evaluation by NAAC and requested necessary steps to be taken. Line of action must be drawn in this respect. Details of new methods were discussed.

2. Bursar suggested that data requirement from Accounts and Cash at a regular basis is necessary. Principal proposed complete digitization of the process. Tally software is very important in this respect. Arrangements should be made for learning tally.

3. AQAR Report for the year 2016-17 was discussed in details at the meeting and finally approved by the members present.

4. Resolved that a digital notice board will be installed for the benefit of the students.

5. Also resolved that on Saturdays each department must sit with the students of the respective departments to discuss different aspects related to the college.

6. It was suggested by the Principal that all the Honours Departments will form whatsapp groups to communicate academic matters with the students.

7. Resolved that attendance record will be collected centrally for 1st year and 3 rd year students (both Honours and General) upto 31st August,'17. Heads of Departments will e-mail the record to the college before 8th September.

8. Prof. S. Joardar suggested that a Workshop regarding the new revised NAAC Manual will be organized after Puja Vacation in the Auditorium. Prof. Pushan Banerjee will address the Workshop regarding new manual. All the teachers and non-teaching staff will be present in the Workshop.

9. Resolved that a facebook page for the alumni will be started. All the Departments will make webpages separately and ICT Committee will be in charge of this. All the Departments will have to keep their documents updated in soft copy form also.

10. Also resolved that college NSS unit will tie up with the Students' Health Home and gender sensitization programme and also dengue awareness programme should be organized in our college.

11. Different sub-committees were formed in the meeting for smooth functioning of college administration and it will be presented to the G.B. for its approval.

12. It was also resolved that all the Departments will keep their seminar libraries updated, specially record of book stocks and take initiative to increase the number of books.

Meeting ended with vote of thanks to the Chair.

Resolution passed in the IQAC meeting held on 13.01.18

The extended meeting of IQAC was chaired by the Principal Dr. Ramswarup Gangopadhyay.

1. The minutes of the previous meeting held on 1st Sept. 2017 were confirmed by the members.
2. Then the status of implementation of resolutions of the last meeting held on 1st Sept. was discussed and resolved that:
   a) Face-to-face interaction with the students by all the departments is necessary for overall quality assurance. For this purpose, each department can arrange meeting with the students in Saturdays. Cross verification of departmental issues may be done by IQAC through students' feedback reports.
   b) Students need to be mobilized by using their email address for the purpose of Students' Satisfaction Survey. College can create Gmail id of the students for this purpose.
   c) A workshop regarding revised NAAC manual can be organized in the month of February 2018.
   d) An informal discussion about distribution of responsibilities for preparation of NAAC may be done on 18th January 2018.
   e) Creation of webpage of each department and cell is necessary on urgent basis.

3. It was also resolved that the necessity of Academic Audit and its format etc. need to be conveyed to the teachers on the day of workshop on NAAC revised manual in February 2018, as mentioned earlier.
4. ICT committee must convene a meeting for (i) the purpose of much more utilization of virtual classroom and smart classroom by the teachers and (ii) for acquiring a students' / college management software.
5. A non-teaching staff member may be assigned the task of collecting the abstracts of presentation and photographs etc. of the programs to be held in the college and submitting them to IQAC.
6. NSS can be assigned the task of students' health checkup in assistance with the Students' Health Home. Prof. Swati Maitra will communicate with the Students' Health Home for this purpose.

The meeting ended with thanks to the chair.

Resolutions taken at the IQAC meeting (dated 17-02-2018) between internal IQAC members and conveners of seven NAAC activity committees

The meeting of the IQAC was chaired by the Principal Dr. R.S. Gangopadhyay.

1. At the beginning of the meeting, conveners of seven NAAC activity committees were requested to give an update about their member selection. Following their suggestions, the following members have been selected to work with the seven criteria of the SSR and AQAR in the new accreditation format by NAAC.

   Curricular aspects: (a) Dr. Pranati Sinha (Mallick) (Convener)
                   (b) Dr. Susmita Saha.
                   (c) Dr. Kartick Malik
                   (d) Prof. Sanjoy Kr. Ghosh.
                   (e) Sri Pulak Ranjan Naskar.

   Teaching-learning and evaluation: (a) Dr. Sandip Mukherjee (Convener)
                   (b) Prof. Damayanti Bakra.
                   (c) Dr. Shyamasree Basu.
                   (d) Prof. Shubhankar Roy.
                   (e) Sri Amit Nayek.

   Research, innovations and extension: (a) Dr. Pushan Banerjee (Convener)
                   (b) Prof. Sarajit Sardar.
                   (c) Dr. Sanjay Pramanick.
                   (d) Prof. Swati Maitra.

   Infrastructure and learning resources: (a) Dr. Debasish Joddar (Convener)
                   (b) Prof. Shubhankar Roy.
                   (c) Prof. Hakdar Ali.
                   (d) Sri Sumit Kr. Manna.

   Students support and progression: (a) Dr. Priyanka Khanduri (Convener)
                   (b) Dr. Suparna Nandy (Pal).
                   (c) Dr. Madhumita DasGupta.
                   (d) Prof. Paritosh Barman.
                   (e) Prof. Shalini Gupta.

   Governance, leadership & management: (a) Prof. Soukhen Joardar (Convener)

(b) Prof. Sarajit Sardar.

(c) Dr. Debasish Joddar

(d) Prof. Anjan Kr. RoyChowdhury.

(e) Dr. Sandip Mukherjee.

(f) Dr. Pushan Banerjee.

Institutional values and best practices: (a) Dr. Debalina Banerjee (Convener)

(b) Dr. Shyamasree Basu.

(c) Dr. Damayanti Bakra.

(d) Dr. Tapan Kr. Lai.

(e) Prof. Priyabrata DasGupta.

(f) Dr. Tamal Das

2. Resolved that ICT committee will meet all Heads of the departments and Conveners of all Subcommittees and Cells for the purpose of making their respective Google webpages.

3. Resolved that the Conveners of all seven NAAC activity committees will convene meetings occasionally to discuss the progress of the NAAC related job.

The meeting ended with vote of thanks to the chair.

<u>Resolutions taken at the extended IQAC meeting (internal members of the IQAC and the conveners of the seven NAAC activity subcommittees) held on 23rd April, 2018</u>

The meeting was chaired by the Principal of the college.

1. At the beginning of the meeting the convener of the IQAC suggested that each convener of the seven NAAC activity subcommittees should meet once in every two months with his / her committee members and after every three months each convener should meet with the IQAC to discuss the progress of NAAC related job.

2. Prof. Sarajit Sardar, in absence of the convener of the first activity committee, informed the IQAC of the plans discussed in their group meeting. Prof. Sardar stressed the necessity of opening value-added courses also the necessity of forming parents' body and strengthening the alumni body. In this context, problems and drawbacks of our existing alumni association were discussed. Principal sir suggested that Mr. Sanat Ghosh, a former student of this college, may be included in the IQAC.

3. Dr. Sandip Mukherjee, the convener of the second activity group, stressed the necessity of students' mentoring. It was resolved that from the next academic session, the responsibility of all students will be divided amongst all teachers to form a group for mentoring. Each teacher will be assigned the task of mentoring a group at random basis. It was also resolved that elearning module would be prepared by teachers and be linked with the college website as well as the respective departmental webpages. Also resolved that more projectors should be purchased for use in teaching and a laptop and a CPU should be purchased for installation in the auditorium (smart classroom) and room no. 108 (virtual classroom) respectively.

4. In case of activity group III, it was resolved that a grant of Rupees five thousand may be provided to each oral paper presentation at national / international level as TA / registration fee.

5. It was resolved that a welfare committee should be formed to conduct welfare activities among both the teaching and non-teaching staff. Suswasthya scheme for the staff should be revived. It was suggested that one-time loan may be sanctioned by the committee to both the teaching and non-teaching staff in the event of critical illness.

The meeting ended with vote of thanks to the chair.

Action Taken Report for 2018 – 19

Plan of action	Action taken/ outcome
Purchasing a land for setting up the second campus of the College to host playground, hostel, classrooms etc.	Application has been submitted for availing a land from Govt. of West Bengal.
Erection of 3rd floor and expansion of the computer laboratory in the new building.	Plan for construction of 3rd floor has been submitted to the Kolkata Municipal Corporation.
Enhancing ICT infrastructure using smart and virtual classrooms.	Usage of smart and virtual classrooms has been started by various departments.
More extensive use of ICT in teaching-learning processes	Teachers have been appealed for enhancing the use of ICT in teaching and store the relevant records.
Regular monitoring of the students' attendance and counselling those with lower attendance to help in their betterment.	Regular monitoring enhanced the attendance of students.
Enhancement of the stock of the departmental libraries and seminar libraries for the benefit of students.	Books have been purchased out of Govt. fund for enriching the departmental libraries.
Enhanced vigil on the campus through installation of CCTV cameras in the old building premises to monitor campus discipline.	Five places in the old building have been brought under monitoring through CCTV camera.
Improvement of the feedback system through the implementation of the teacher-specific response format in the online student feedback system.	Teacher-specific feedback format, as well as alumni and parents' feedback have been implemented.
Completion of the cataloging and enhancement of the safety system in the library.	Cataloging is under progress. Security issue are being managed using CCTV cameras.